

Renewing Items

Renewing with Item in Hand

1. Click on the Check Out Wizard. Scan, paste, or type a user ID in the Enter User ID or Name field. If you do not have the patron ID to scan, click Find User to display the Identify User window.

The screenshot shows the SirsiDynix Circulation Reports window. On the left is a navigation menu with options: Check Out, Check In, User Status (highlighted), Item Status, Holds, and Maintain Users. The main area has a header with 'Circulation' and 'Reports' tabs, and buttons for 'Print', 'Help', 'About', and 'Disconnect'. Below the tabs is a section titled 'Enter a User ID or Name' containing a text input field with the value '013705764' and a 'Find User' button. A 'Clear' button is at the bottom left of the main area.

2. The student record appears. In the example below, the student has the highlighted item in their hand to renew – notice the due date is 2/24/2010.

The screenshot shows the SirsiDynix Circulation Reports window with the 'Check Out' tab selected. The left navigation menu is the same. The main area displays user information for 'SMITH, JOHN' (User ID: 000186034, Profile: HIGH SCHOOL, Status: DELINQUENT, Checkouts: 4, Holds: 0). It also shows 'User cat1: 09', 'Group ID: HR WALLECK', 'Library: HARMON', 'Note', 'Overdue: 0', and 'Amount Owed: \$0.60'. Below this is a section 'Enter an Item ID' with a 'Find Item' button. A table lists items with columns: Item ID, Title, Call Number, and Date Due. The third item, 'Judo : [essential tips, drills, and combat]', is highlighted. At the bottom are buttons for 'Select All', 'Renew', 'Clear', and 'Return to Search'.

Item ID	Title	Call Number	Date Due
25000006097993	Spies and their gadgets / by Kate Walk	327.12 WAL	2/24/2010,23:59
25000006098157	So you want to be a spy? / by Kate Wal	327.12 WAL	2/24/2010,23:59
25000003318160	Judo : [essential tips, drills, and combat	796.815 CHE	2/24/2010,23:59
25000003318152	Martial arts for the mind	796.8 JOH	2/24/2010,23:59

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3. Make sure the cursor is in the **Find Copy** search box
Scan the item to be renewed (in this case item 25000003318160)
The item is renewed and the new due date appears in bold blue.

The screenshot shows the SirsiDynix Circulation Reports interface. On the left is a sidebar with navigation links: Check Out, Check In, User Status, Item Status, Holds, and Maintain Users. The main area displays user information for SMITH, JOHN (User ID: 000186034, Profile: HIGH SCHOOL, Status: DELINQUENT). It also shows checkout statistics (4 checkouts, 0 holds) and an amount owed of \$7.80. Below this is a search box for item IDs and a 'Find Item' button. A table lists items with columns for Item ID, Title, Call Number, and Date Due. The item 25000003318160, titled 'Judo : [essential tips, drills, and combat techniques]', is highlighted with a new due date of 3/18/2010,23:59. At the bottom are buttons for 'Select All', 'Renew', 'Clear', and 'Return to Search'.

Item ID	Title	Call Number	Date Due
25000006097993	Spies and their gadgets / by Kate Walke	327.12 WAL	2/24/2010,23:59
25000006098157	So you want to be a spy? / by Kate Wal	327.12 WAL	2/24/2010,23:59
25000003318160	Judo : [essential tips, drills, and combat	796.815 CHE	3/18/2010,23:59
25000003318152	Martial arts for the mind	796.8 JOH	2/24/2010,23:59

NOTE: If the item cannot be renewed this pop-up box will appear:

This screenshot shows the same SirsiDynix interface as above, but with a modal dialog box open. The dialog box has a title bar 'Renewal limit exceeded.' and contains the following information: Title 'Judo : [essential tips, drills, and combat techniques]', Item ID '25000003318160', and Call Number '796.815 CHE'. It also includes a field for '* Override Password' and 'OK' and 'Cancel' buttons. The background interface is partially obscured by the dialog box.

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Renewing from a List

Either the Check Out screen or the User Status screen can be used to renew items from a list of the user's current charges. Click either wizard to start.

1. Scan, paste, or type a user ID in the Enter User ID or Name field. If you do not have the patron ID to scan, click Find User to display the Identify User window.

The screenshot shows the SirsiDynix Circulation Reports interface. The 'Check Out' wizard is active, with the 'Enter a User ID or Name' field containing '00225152'. The 'Find User' button is located to the right of the input field. The left sidebar lists various options: 'Check Out', 'Check In', 'User Status', 'Item Status', 'Holds', and 'Maintain Users'. The 'Check Out' option is highlighted. The top of the window has tabs for 'Circulation' and 'Reports', and buttons for 'Print', 'Help', 'About', and 'Disconnect'.

2. Click to highlight the item to be renewed, or click the Select All button to highlight all. Click the Renew button .

The screenshot shows the SirsiDynix Circulation Reports interface with the 'Check Out' wizard. The user details are displayed: User Name **SMITH, AUSTIN**, User ID **000225152**, Profile **HIGH SCHOOL**, Status **DELINQUENT**, Checkouts **5**, Holds **2**, Amount Owed **\$6.15**, and Date Due **3/10/2010,23:59**. The 'Find Item' button is visible. Below the user details is a table of items with columns for Item ID, Title, Call Number, and Date Due. The table contains five rows of data. The 'Select All' and 'Renew' buttons are at the bottom right of the table. The left sidebar shows 'Check Out' as the selected option. The top of the window has tabs for 'Circulation' and 'Reports', and buttons for 'Print', 'Help', 'About', and 'Disconnect'.

Item ID	Title	Call Number	Date Due
25000006640784	Firehorse	FICTION WILSON	3/1/2010,23:59
23131100422720	Portrait of an artist with twenty-six hors	F EAS	3/1/2010,23:59
25000006453527	How to draw dogs	743.6 MUR	3/1/2010,23:59
23131100413489	Let sleeping dogs lie	F ERI	3/1/2010,23:59
23131100422944	The First Olympics	F BAGLIO B	3/10/2010,23:59

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3. When the item is renewed successfully, the item's due date is updated in the list of the user's charges, and displays in bold blue text.

The screenshot shows the SirsiDynix Circulation Reports interface. The left sidebar contains navigation links: Check Out, Check In, User Status, Item Status, Holds, and Maintain Users. The main area displays user information for SMITH, AUSTIN (User ID: 000225152, Profile: HIGH SCHOOL, Status: DELINQUENT). It also shows checkout statistics (5 checkouts, 2 holds) and financial information (0 overdues, \$6.15 owed). A table lists items with their IDs, titles, call numbers, and due dates. The due date for 'Portrait of an artist with twenty-six hors' is highlighted in bold blue text as 3/11/2010,23:59. At the bottom, there are buttons for 'Select All', 'Renew', 'Clear', and 'Return to Search'.

Item ID	Title	Call Number	Date Due
25000006640784	Firehorse	FICTION WILSON	3/1/2010,23:59
23131100422720	Portrait of an artist with twenty-six hors	F EAS	3/11/2010,23:59
25000006453527	How to draw dogs	743.6 MUR	3/1/2010,23:59
23131100413489	Let sleeping dogs lie	F ERI	3/1/2010,23:59
23131100422944	The First Olympics	F BAGLIO B	3/10/2010,23:59

Click Clear to look up another user.